

**University of Utah**  
**Guideline G1-015B**  
**for Implementation of Policy 1-015, *Safety of Minors Participating in University Programs***  
***or Programs held on University Premises***

**I. Purpose and Scope:** This Guideline delegates certain portions of the Office of Equal Opportunity and Affirmative Action's (OEO/AA) designated responsibilities under Policy 1-015 to Youth Protection and Program Support (YPPS) and provides details for implementing portions of Policy 1-015. Note: for additional guidance on implementation of Policy 1-015, see Rule 1-015A, Safety of Minors—Code of Conduct and Reporting Obligations; and Guideline G1-015A Sports Activities—Concussion and Head Injury

**II. Guideline**

**A. Delegating Specific OEO/AA Responsibilities to YPPS**

1. Policy 1-015 requires, among other things, that the OEO/AA develop and provide standard forms for the registration of all Covered Programs; that all Covered Programs submit registration materials to the OEO/AA; that Program Administrators maintain training records for all Authorized Adults participating in the Covered Program and provide copies of those records to the OEO/AA; that the OEO/AA prepare and make necessary trainings available for Authorized Adults in Covered Programs; and that the OEO/AA determine, when requested, whether a program designed for Minors constitutes a Covered Program .
2. With this Guideline, the OEO/AA delegates its above-described responsibilities to YPPS. Accordingly, YPPS will develop and provide standard forms for the registration of all Covered Programs; all Covered Programs will submit registration materials to YPPS; Program Administrators will provide copies of training records to YPPS; YPPS will prepare and make necessary trainings available for Authorized Adults in Covered Programs; and YPPS, in consultation with the OEO/AA, will determine, when requested, whether a program designed for Minors constitutes a Covered Program.

**B. Implementing Policy 1-015's Discrete Event Exception**

1. Policy 1-015 allows certain Covered Programs to request from the OEO/AA, under Policy 1-015's "Discrete Event Exemption," that the Covered Program be exempted from Policy 1-015's criminal background check requirement. *See* Policy 1-015(III)(A)(3)(d).
2. With this Guideline, Covered Programs may request the Discrete Event Exemption from YPPS, who in consultation with the OEO/AA, may approve or deny the request based on the Covered Program's ability to satisfy the safeguards detailed in Policy 1-015(III)(A)(3)(d)(a–d).
3. A Covered Program that is approved for the Discrete Event Exemption may also request an exemption from Policy 1-015's requirement that the Covered Program's Program Administrator "obtain and maintain on file a Minor Participant Informed Consent/Waiver form signed by the parent or guardian of each Minor participating in a Covered Program." YPPS may approve the Covered Program's request for an

exemption from the Informed Consent/Waiver Form requirement provided the following conditions are met:

- a) The Covered Program has consulted with, and received permission from, University Risk Management that it is not necessary to require a Minor's parent or guardian to sign a liability waiver for the Minor to participate in the Covered Program. If University Risk Management requires the Covered Program have liability waivers, the Covered Program may not be exempted from Policy 1-015's Informed/Consent Waiver requirement; and
- b) Policy 1-015(III)(A)(2)(a) requires that the Covered Program shall provide contact information for reporting concerns of abuse or misconduct to OEO/AA in the Minor Participant Informed Consent/Waiver form. To be eligible for exemption from the requirement of obtaining individual, signed waivers, the Covered Program shall provide this required reporting/contact information through an alternative method or methods approved by YPPS.

### **C. Auditing Covered Programs' Compliance with Policy 1-015**

The OEO/AA will annually audit a random sampling of Covered Programs to review the Covered Programs' compliance with Policy 1-015. Covered Programs shall submit all documentation requested by OEO/AA in a timely manner to facilitate the audit process. Noncompliance with OEO/AA in this process could impact the ability for the program to continue to operate.

### **III. Contacts:**

For further information about this Guideline, contact the Office of Equal Opportunity and Affirmative Action. Phone 801-581-8365.

### **IV. History:**

Approved by Vice President and General Counsel, date March 5, 2018.